

OUTWITTING QUICK CHANGE ARTISTS

1. Cashier should not become confused.
2. Do not let the con artist do several interim transactions.
3. Con artists usually work on short time basis, so cashiers should take their time and be cautious of large denominations.
4. Always close the cash drawer when problems arise.

PROTECTION AGAINST TILL TAPPING

1. Establish definite cash register procedures to deter till tappers.
2. Open the register only when a sale has been rung up.
3. Close the drawer before you wrap up the merchandise.
4. Don't allow any customers to distract you while ringing another customer's merchandise.
5. Keep registers locked when they are not being used.

SUPPORT BUSINESS WATCH

Upon implementation of this program visibility is important. You will need to determine the number of Business Watch signs appropriate for your area. Depending on your local law enforcement suggestions, you may be responsible for the erection of these signs in strategic locations. You should have a security survey conducted of your business. This should be done by a representative of your local law enforcement agency. Be sure to sincerely consider correcting any security weaknesses.

The program signs and stickers should be displayed prominently in your business. If you have an alarm system, be sure to coordinate response with your local law enforcement agency. If crime does occur, accurate and detailed witness information will benefit everyone. Work on being a good witness.

This program is new to Kansas and we hope it will be as effective as in other areas of the country. The success of this program depends on support from you and other businessmen and women like you in your community.

SUSPECT DESCRIPTION

PHYSICAL CHARACTERISTICS

Race _____ Sex _____

Hair _____ Eyes _____

Age _____ Complexion _____

Height _____ Weight _____

Scars/Marks/Tattoos _____

Speech (accent, lisp, etc.) _____

Left/Right Handed _____

Other (glasses, beard, etc.) _____

Method of Escape _____

Vehicle Used _____

Lic. _____ Make _____

Color _____ # of Suspects _____

Distinguishing Marks _____

Direction of Escape _____

CLOTHING

(note color and condition)

Hat _____

Shirt _____

Coat _____

Tie _____

Trousers _____

Shoes _____

Jewelry _____

Other _____

TYPE OF WEAPON

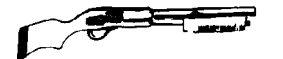
Handgun _____

Shotgun _____

Other _____



Automatic or Semi-automatic



Shotgun / Regular and Sawed-Off



This was published for the citizens of the State of Kansas by the Kansas Bureau of Investigation, in cooperation with your local law enforcement agencies.

WARNING

BUSINESS WATCH



**WE IMMEDIATELY REPORT
ALL SUSPICIOUS ACTIVITIES TO
OUR FELLOW MERCHANTS AND
LAW ENFORCEMENT AGENCIES**

MAKE IT YOUR BUSINESS

PROTECTING YOUR INVESTMENT

It is no secret that crime is big business in our country. Statistics indicate that crimes against property out number crimes against persons 9 to 1 in our country. This pamphlet is an introduction to the Business Watch program, how it works, how to organize it in your area, and with your support, how this program can deter crime in your business community.

The Business Watch program is similar to the Neighborhood Watch program which has been so successful in Kansas and nationwide. Both programs are based on the theory of the education of individuals, merchants, and their employees in they types and methods of crimes. Physical area security, recognizing suspicious activity and being a good witness will not only deter crime, but will assist law enforcement officials in the apprehension, arrest, and prosecution of the offender who commits a crime.

Business Watch is a highly visible program which utilizes signs, slogans and stickers to warn a potential offender that your business will not tolerate criminal activity and monetary loss. It indicates that you are part of a business community that has pulled together in cooperation with your local law enforcement agency to establish a safer and more profitable business community.

WHERE TO BEGIN

1. Contact your local law enforcement agency.
2. Inquire about the Business Watch signs, information, and material. The cost is minimal and can be shared.
3. A boundary should be set that is a practical group of businesses in your area.
4. Organize a meeting of the owners, managers and employees of the participating businesses, (at least 50% of the businesses in the designated area should be represented). You should contact your local law enforcement agency and see if a representative would address the group.
5. Implement the program in your business and consider any security recommendations made by your law enforcement representative.
6. You may wish to elect an area chairperson to assist your law enforcement representative in future communications and distribution of materials.

WHAT BUSINESS OWNERS CAN DO TO MAKE THEIR ESTABLISHMENT MORE SECURE.

PHYSICAL SECURITY

1. The view through your front store window should be unobstructed by signs, posters or shrubs. Advertising should be kept above or below eye level. All other windows should be secured in some effective manner.
2. Doors leading to the outside should be of solid texture or unbreakable glass. They should have inside hinges and contain no outside knobs, have keyed access and a handle.
3. The roof should not be easily accessible. Possible entrances should be secured from an intrusion, such as vents and skylights.
4. Light up all entrances, including alleys, with vandal-proof fixtures. Leave some lights on inside and over your safe in full view of the street.
5. Keep cash to a minimum with frequent, irregular bank deposits. Anchor your safe to the floor. Leave entry cash drawers open after hours to prevent damage. Keep an accurate inventory of all valuables.
6. Install deadbolts on all outside doors and double cylinder deadbolts on doors with glass panels. Make sure padlocks are solidly mounted and never left open, even if the door is open. Practice good key security.
7. Install an alarm system and check it regularly. Conspicuously post a notice that shows you have an alarm.

INTERIOR SECURITY

ROBBERY

1. Try not to work alone in your business. If this is unavoidable, leave a radio or TV playing in the back room to give the impression of the presence of other employees.
2. Record dates and serial numbers of a few bills. Keep them separate as "bait money" for tracing by police.
3. Train employees on what to look for during a robbery. Practice filling out the suspect description sheet as shown on the back page.

SHOPLIFTING

Shoplifting is a profitable business for the thief. Precautions should be taken to minimize this loss. The use of convex mirrors, TV scanners and uniformed patrolmen are good precautionary measures. Listed below are some other steps to follow.

1. Make sure sales clerks are attentive and not easily distracted. Train them to spot shoplifters.
2. Advertise that you will prosecute for shoplifting and gain a reputation for doing so.

INTERNAL SECURITY

EMPLOYEE THEFT

Employee theft can be prevented or stopped by creating the right working atmosphere.

1. Thoroughly check references of every future employee.
2. Bond all employees and make them aware of it.
3. Inspire honesty by not overlooking losses or practicing favoritism.
4. Maintain clear lines of authority and responsibility.
5. Establish a credit card and check cashing policy for your retail business.
6. Measure output and evaluate employee performance regularly.
7. Fairly paid employees aren't likely to be tempted to steal to "make up the difference".

WHAT EMPLOYEES CAN DO TO MAINTAIN BETTER SECURITY.

PREVENTING BAD CHECKS

1. Always insist on proper identification.
2. Examine the check carefully.
3. Never accept postdated checks.
4. Always follow established company policy on check cashing and credit card acceptance.

SHOPLIFTING

You are the first line of defense against shoplifting. You have to be aware of shoplifters habits and their methods of operation in order to defend yourself against them.

1. Never leave the store or department unattended.
2. Lock up expensive merchandise that is attractive to shoplifters.
3. Keep counters and tables neat and orderly.
4. Be attentive to persons entering the store. Let them know you're aware of their presence.
5. Keep a close watch on fitting rooms, restrooms, and other isolated areas.